



Champion EDUCATION TRUST

REMOTE LEARNING POLICY

| DOCUMENT CONTROL | | |
|-------------------------------|-------------------------------|----------------|
| Approved for operation within | Lotus School | |
| Version number | 1.1 | |
| Date approved | 14 th October 2020 | |
| Approved by | LGB | |
| Date of review | September 2022 | |
| Review period | 2 years | |
| Policy status | Statutory | |
| Location published | Website | |
| Owner | R Kenworthy | |
| DOCUMENT HISTORY | | |
| Version | Date | Revision notes |
| 1 | September 2020 | - |
| 1.1 | 22 nd January 2021 | Updated by RKE |

A family of Schools

REMOTE LEARNING POLICY

CONTENTS

| | |
|------------------------------------|---|
| Aims | 2 |
| Roles and responsibilities | 2 |
| Teachers and HLTAs | 2 |
| Teaching Assistants | 3 |
| Senior Leaders | 4 |
| Designated Safeguarding Lead | 4 |
| IT Support Staff | 4 |
| Students and Parents/Carers | 5 |
| Governing Board and Trust | 5 |
| Who To Contact | 5 |
| Staff Wellbeing | 5 |
| Data Protection | 6 |
| Accessing Personal Data | 6 |
| Processing Personal Data | 6 |
| Keeping Devices Secure | 6 |
| Safeguarding | 6 |
| Monitoring Arrangements | 6 |
| Links With Other Policies | 6 |

REMOTE LEARNING POLICY

AIMS

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who aren't in school across the curriculum offers.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

ROLES AND RESPONSIBILITIES

Teachers and HLTAs

When providing remote learning, teachers must be available between 8:30am and 2:45pm, for the requirements of answering emails or being available to contact colleagues and parents over the phone.

If you unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should make contact with your line manager via email before 8:00am so that suitable cover can be provided if required.

When providing remote learning, teachers are responsible for:

Setting work

- Teachers are to set work for all lessons they are responsible for delivering as per their timetable for this academic year.
- The amount of work set needs to be considered in terms of the time it would take a student to complete and the amount of adult support (either remotely from you or parent) to be considered. It must not exceed the amount of time allocated to the lesson.
- All students will be given access to ICT equipment they can utilise at home. It is expected work will be uploaded on Teams. Each class will have their own Teams group. Work should be uploaded to it at the start of each week and students can work on the documents online. Teachers are expected to monitor work submitted and provide written feedback at least twice a week.
- The needs of our students are very complex and their behaviours at home can be volatile. If a parent/carer refuses the ICT equipment from school, and the student has no access to ICT at home then a work pack will be generated. This pack will contain a suggested timetable of learning with clear tasks & activities. A template will be sent to all teachers/HLTAs to utilise. Work packs will be posted out/emailed or hand delivered to any student who is accessing remote learning.
- Class teachers are responsible for ensuring they have an email address and phone number, where appropriate, for parents/carers in order to keep in contact and answer any queries they have with regards to the learning. This email address/contact phone number is to be stored safely following GDPR guidelines, please refer to our GDPR policy.

Feedback

- Feedback to all work completed must be provided to students on submission, this can be via an email to the parent/carer or on the paper copy of the work that will be handed back into school after the 14 day isolation period/collected weekly during a national lockdown if a student is shielding.
- If a student is learning remotely and utilising Teams then the teacher should provide written feedback at least twice a week, for the work being submitted.

Keeping in touch

- You are expected to make regular contact with all students. Contact should be made via a phone call every other day. If you are not able to make the call yourself you should ensure someone in the school office does this and keep a log via Bromcom if a child is self-isolating, or via our Lockdown Tracking document during a national

lockdown, of how much contact has been made. Where possible you should speak directly to the student. Teachers should also, where feasible (please see guidance below) offer three video calls a week via Teams.

- Once all students have access to ICT at home, teachers will be asked to hold three live Teams video calls a week. Teachers should inform parents/carers and students of when these calls will take place. Teachers should log on Bromcom or the Lockdown Tracking document who attended the calls. Between the video calls teachers should still make a phone call home every other day and also be available via email for any queries a parent/carer or student may have. During a national lockdown if a teacher is in School and has 50% or more of their class in school, SLT will make attempts to cover the class three times a week so live Teams video calls can still take place. If a teacher cannot be covered due to staffing issues then the teacher will not be expected to make all three Teams sessions and the SLT will work with the teacher to ensure a 'happy medium' is found.
- Teachers are only expected to respond to parents/carers or students during working hours stated above.
- If any complaints or concerns are shared by parents/carers or students then this must be passed onto your line manager/SLT link to address immediately. If it is a safeguarding concern, please alert the Designated Safeguarding Lead (Rachel Kenworthy) via email/phone and ensure that a CPoms log has been made immediately.

Engagement to remote learning

- We must work together with our students and their parents/carers to support the successful completion of remote learning, these relationships must be maintained in a positive manner, If you are concerned about a specific student's engagement to remote learning, then you must highlight your concern to the SLT who can address any barriers to engagement and attempt to improve engagement moving forward.
- Students who are classed as Vulnerable from a Safeguarding perspective will be called each day and a weekly home visit conducted.

Professional conduct during remote learning or working from home

It is important that when attending virtual meetings with staff, parents/carers and students, a professional dress code is still adhered to and the location in which the call is conducted is within a quiet space with nothing inappropriate or controversial within the background.

Working with additional adults who support your students

It is vital that you make daily contact with the teaching assistants to allocate work to support you and your students in their remote learning, it is to be agreed by SENDCo and with the class teachers how best to utilise additional adults.

If you are still attending work onsite but a student is working remotely

The types of remote learning and who coordinates may differ if teachers/HLTA are still expected to provide face to face delivery within school. The approach/set up is to be decided on by the curriculum offer/class teacher and support and then agreed by SLT. This will be documented.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8:30am and 3.30pm.

If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should make contact with S.Owen your line manager via email before 8:00am so that suitable cover can be provided if required.

When assisting with remote learning class teachers will inform the teaching assistants of how they want them to effectively support students. This information is to be provided by 3:00pm the day before any expectation is required, ideally a few days/week before where planning is possible. Teaching assistants are responsible for supporting any students within their class and completing support under the guidance of any teacher that is leading their class.

Professional conduct during remote learning or working from home

It is important that when attending virtual meetings with staff, parents and students, a professional dress code is still adhered to and the location in which the call is conducted is within a quiet space with nothing inappropriate or controversial within the background.

If you are still attending work but a student is working remotely

The types of remote learning and who coordinates may differ and include teaching assistants if teachers/HLTA's are still expected to provide face to face delivery within school. The approach/set up is to be decided on by the curriculum offer/class teacher and support staff and then agreed by SLT. This will be documented and teaching assistants will be informed clearly what is expected of them within the different scenarios and curriculum offers they support. It is vital that there is a balance between administration support for the teacher/HLTA and student support from teaching assistants.

Senior Leaders

Alongside any teaching responsibilities, Senior Leaders are responsible for:

- The monitoring of the effectiveness of remote learning will be done through staff meetings, regular weekly meetings with SLT and teachers, monitoring and reviewing work set, reaching out for feedback from students and parents/carers and where possible through our usual quality assurance calendar of lesson observation, learning walks, work scrutinise.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Considering whether any aspects of a specific subject or curriculum offer needs to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate, consistent and of high quality.
- Working together to make sure work set remotely across all curriculum subjects is appropriate and consistent, and expectation remains high but realistic in terms of students' ability levels in working independently across the different offers, balancing adult support of parents and siblings where suitable.
- Alerting teachers to resources they can use to teach their subject remotely.

Designated Safeguarding Lead

The DSL is responsible for supporting the teachers and in monitoring the safeguarding and wellbeing needs of all students. When school is open to ALL learners then the DSL will work within their normal roles and responsibilities remit. If school closes to a wide number of students then the support will be offered remotely by a wide range of people including the DSL, teachers, support staff and Family support worker. We will continue to log concerns via CPoms. This will be monitored daily and actioned remotely where required, liaising with external professionals when appropriate. The DSLs and Family support worker are responsible for monitoring the attendance for students and identifying our 'vulnerable' cohort. The DSL will work closely with teachers and the Family support worker to identify risks of students not engaging with remote learning and who are then at risk of becoming isolated. Home visits will be made where necessary.

IT Support Staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Ensuring devices of staff and students has all the required programmes and applications on for staff and students to successfully work remotely.
- Helping staff and parents with any technical issues they're experiencing.
- Highlighting any safeguarding concerns or risks to the DSL.

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting students and parents with accessing the internet or devices.
- Monitoring the loaning of equipment to staff and students, including its safe return.

Students and Parents/Carers

Staff can expect students learning remotely to:

- Complete work to the deadline set by teachers to the best they can.
- Seek help if they need it, from teachers, teaching assistants or adults within their home setting.
- Alert an adult if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it.
- Be prepared to provide some support to the child to successfully learn remotely at home, but if the expectation of support is adding pressure please liaise with the class teacher to agree how to move forward.
- Support their child to attend any online sessions being offered by their class teacher.
- Keep in regular contact with the School and take part in the two well-being phone calls that class teachers will be providing each week.

Governing Board and Trust

The governing board and Trust is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

WHO TO CONTACT

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work/curriculum expectations – talk to SLT.
- Issues regarding SEND/Pastoral queries – talk to SOW.
- Issues with IT – contact MMF who will make contact with our IT support.
- Issues with their own workload or wellbeing – talk to SLT.
- Concerns about data protection – email the concern to Headteacher who will contact the data protection officer at LA.
- Concerns about safeguarding – talk to the RKE or SOW.

STAFF WELLBEING

It is important to note that working conditions this year may cause extra anxiety due to us being in a national pandemic. Staff mental health and wellbeing must be a focus. SLT will support all staff members through; staff voice questionnaires, daily meetings, weekly check-ins to support teachers/HLTAs in regards to planning and preparation. If any staff member is concerned about their own or another person's mental health and well-being they should speak to a member of SLT. Alternatively, all staff have free access to our Employee Assistance programme. Information about this free and confidential support service can be found in the staffroom, or requested from RKE.

DATA PROTECTION

Accessing Personal Data

When accessing personal data for remote learning purposes, all staff members will:

- Any data required for remote learning will be stored on the school server and One Drive where appropriate with limiting access to staff only who require it.
- When working remotely staff must use the devices provided from school to liaise with students or parents, or to access documentation with sensitive data on.
- Communication with students and parents must be through email, TEAMS or school mobiles where appropriate.

Processing Personal Data

Staff members may need to collect and/or share personal data such as [email addresses, contact numbers,] as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol).
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

SAFEGUARDING

All staff have been made aware and reserved training in of our safeguarding policy and procedures for this year. Please do refer to the policy and staff handbook for further guidance. If you are unclear on any matter regarding safeguarding please speak directly to the DSL, SLT or Headteacher immediately.

MONITORING ARRANGEMENTS

This policy will be reviewed termly during this academic year by the SLT. At every review, it will be approved by the Headteacher/Trust leader.

LINKS WITH OTHER POLICIES

This policy is linked to our:

- Staff Handbook
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy